



MICHAEL W. DOBBINS
CLERK

UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF ILLINOIS
219 SOUTH DEARBORN STREET
CHICAGO, ILLINOIS 60604

April 9, 2004

Dear Prospective Applicant:

This letter is written to provide information to assist you in completing the application for an anticipated vacant magistrate judgeship in the Northern District of Illinois. The original and twenty copies of the application and both of the required waiver forms must be received by the Clerk's Office no later than the close of business on Monday, June 14 2004. The original and additional copies must be provided in paper form.

Applications will be reviewed by a merit selection panel appointed by the Court. Given the number of applications that the members of the panel will need to review, it is important for the applications to be consistent in format.

With that in mind, please pay particular attention to the following points when completing the application form:

- The answers to the questions in the application form must be typed. The application and required waiver forms may be downloaded from the Court's website in four different versions, WordPerfect, MS Word, PDF, and fillable PDF. Hard copies of the forms may be obtained by request from the Clerk's Office by calling (312) 435-5359.
- When submitting your completed application, the original and copies must be single-sided, secured by a single staple or metal clip in the upper left-hand corner. Do *not* bind the application.
- You may include attachments to supplement your answers to any question. Please tab each attachment to allow the reader to find it easily. All Attachments must be on 8½" x 11" paper.

If you have questions about the application process, feel free to call me at (312) 435-5359. If you prefer, you may contact me by e-mail at ted_newman@ilnd.uscourts.gov.

Sincerely,

A handwritten signature in black ink, reading "Ted C. Newman", is positioned above the printed name.

Ted C. Newman
Judicial Support Manager